

PROVISIONAL VOTING IN ALABAMA




**BETH CHAPMAN
SECRETARY OF STATE**

I. Provisional Ballot Instructions for Poll Workers

When a person shows up to vote on Election Day:

- 1) Ask the person for his or her name.
- 2) Look on your list of registered voters to see if his or her name is on the list.
- 3) **If the person's name is on your list,** follow normal voting procedures.
- 4) **If his or her name is marked as "inactive",**
 - a. have this person fill out a voter update form before letting him or her vote.
 - b. check the "update" box on the form.



VOTER'S REIDENTIFICATION "UPDATE" FORM (NVRA-20)					<input type="checkbox"/> UPDATE <input type="checkbox"/> VERIFICATION <input type="checkbox"/> PROVISIONAL		
FOR VOTER'S USE ONLY ♦ FILL IN ALL BOXES ON THIS FORM ♦ USE INK!					Social Security Number:		
① Your name: Last First Middle Maiden					[] [] [] - [] [] [] []		
					<small>Social Security Number is requested, but not required, by authority of § 17-4-122, Code of Alabama, 1975, for record-keeping purposes.</small>		
② Home Telephone		③ Work Telephone		④ Inside City Limits? If yes, please name the city:		⑤ County where you live	
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Address	Current	Address where you live: (do not use post office box)		House Number and Street City State ZIP			
		Address where you receive your mail:		House Number and Street (or PO Box) City State ZIP			
	Old	Address where you were last registered to vote: (do not use post office box)		House Number and Street City County State ZIP			
⑥ Date of Birth (month, day, year)				⑦ Place of Birth City County State Country			
⑧ Race (check one)				VOTER DECLARATION - READ AND SIGN			
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other				<div><div><p>▶ I am a U.S. citizen</p><p>▶ I live in the State of Alabama at the address in box 6</p><p>▶ I am at least 18 years old</p><p>▶ I am not barred from voting by reason of a felony conviction</p><p>▶ I have not been judged "mentally incompetent" in a court of law</p></div><div><p>I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.</p></div></div>			
⑨ Sex (check one)							
<input type="checkbox"/> Female <input type="checkbox"/> Male							
WARNING! If you sign this statement even though you know it is untrue, you can be convicted and imprisoned for up to five years.							
Your Signature: _____				Date: _____			

5) **If you cannot find the person's name on your list,**

- a. take the person to the provisional ballot officer, and
- b. inform the person that because his or her name is not on the list of registered voters, he/she will receive help from another poll official.

6) **If his or her name is marked off because he or she applied for an absentee ballot,**

- a. take this person to the provisional ballot officer and,
- b. tell the provisional ballot officer that the person is marked off for having applied for an absentee ballot.

7) **If the person does not provide voter identification as required by law,**

- a. take this person to the provisional ballot officer and,
- b. tell the provisional ballot officer that the person did not provide voter identification.


- A. Current, Valid Photo Identification
 - 1. Government-issued photo identifications (current and valid)
 - 2. Employee identification for employee with photo of employee produced by the employer
 - 3. Photo identification card issued by Alabama college or university
 - 4. Photo identification issued from Alabama technical/professional school
- OR**
- B. One of the following
 - 1. Utility bill of voter with voter's name and address
 - 2. Bank statement with voter's name and address
 - 3. Government check with voter's name and address
 - 4. Paycheck with voter's name and address
 - 5. Valid identification card (authorized by law) issued by the State of Alabama (including any branch, department, agency, or entity of the State of Alabama)
 - 6. Valid identification card (authorized by law) issued by any of the other 49 states (including any branch, department, agency, or entity of that State)
 - 7. Valid identification card (authorized by law) issued by the government of the United States of America (including any branch, department, agency, or entity of the federal government)
 - 8. Valid United States passport
 - 9. Valid Alabama hunting license
 - 10. Valid Alabama fishing license
 - 11. Valid Alabama pistol/revolver permit
 - 12. Valid pilot's license issued by the FAA or other authorized agency of the federal government
 - 13. Valid United States military identification
 - 14. Birth certificate (certified copy)
 - 15. Valid Social Security card
 - 16. Naturalization document (certified copy)
 - 17. Court record of adoption/name change (certified copy)
 - 18. Valid Medicaid card
 - 19. Valid Medicare card
 - 20. Valid electronic benefits transfer (EBT) card
 - 21. Government document that shows the name and address of the voter


- 8) **If an inspector challenges the person's right to vote in the precinct,** the inspector will take the person to the provisional ballot officer and will fill out the inspector challenge statement.

II. Instructions for **The Provisional Ballot Officer**

When a poll worker brings a person to you, do the following:

- 1) Explain the provisional ballot process to the person and to the person's assistant, if the person has requested assistance.
- 2) Find out why the person was identified as a potential provisional voter. Be familiar with this list of reasons that trigger provisional voting:
 - a. **The person's name is not on the voter list.**
 - b. **The person's name was marked off the voter list because he or she applied for an absentee ballot.**
 - c. **The person did not provide voter identification, as required by law.**
 - d. **The person's right to vote is being challenged by an inspector.**
- 3) If the person's name is not found on the voter list, call the board of registrars to find out if the person is eligible to vote. The board of registrars' telephone number is _____.
- 4) If the board of registrars or a member of the appointing board confirms that the person is eligible to vote, do the following:
 - a. write the name of the Registrar or appointing board member (Probate Judge, Circuit Clerk, or Sheriff) who confirmed that the person can vote in your precinct, in the shaded space on the back of the update form.



<p style="text-align: center;">VERIFICATION (to be completed by election official)</p> <p>This voter's eligibility and/or registration was confirmed by _____</p> <p>_____</p> <p>on the _____ day of _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">Printed Name of Poll Official</p> <p>_____</p> <p style="text-align: center;">Signature of Poll Official</p>	<p>Map/Diagram: If your house has no street number or name, please draw a map of where your house is located. Please include roads and landmarks.</p> <div style="text-align: right;">  </div>
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- b. have the person fill out an update form.
- c. make sure that the verification box is checked on the update form.
- d. direct the person to a poll worker so that he or she can vote a regular ballot.
- e. remind the person to give the update form to the poll worker.
- f. if you are unable to confirm that the person is eligible to vote, go to #5.

5) **When a person's eligibility to vote cannot be verified,**

- a. explain to the person and the person's assistant, if he/she has an assistant, that he/she has a legal right to vote a provisional ballot.
- b. provide the person with oral and written instructions about provisional voting.

6) **If the person wants to vote a provisional ballot, secure the proper roster, and**

- a. have the person sign or mark the provisional ballot roster.
- b. ask the person or the person's assistant to fill in all the requested information.

ROSTER OF PERSONS CASTING PROVISIONAL BALLOTS

For Precinct No. _____ Precinct Name _____ County, AL _____ Election Held _____ yr _____

Precinct Number	COLUMN NO. 1 SIGNATURE OF VOTER NOT REQUESTING ASSISTANCE	COLUMN NO. 2 PRINTED NAME OF VOTER	COLUMN NO. 3 VOTER'S ADDRESS	COLUMN NO. 4 VOTER'S DATE OF BIRTH (M/D/Y)	COLUMN NO. 5 VOTER'S TELEPHONE NUMBER	COLUMN NO. 6 SIGNATURE OF VOTER REQUESTING ASSISTANCE	COLUMN NO. 7 SIGNATURE OF PERSON ASSISTING VOTER
1					()		
2					()		
3					()		
4					()		
5					()		
6					()		
7					()		
8					()		
9					()		
10					()		
11					()		
12					()		
13					()		
14					()		
15					()		
16					()		
17					()		
18					()		
19					()		
20					()		
21					()		
22					()		
23					()		
24					()		
25					()		

We, the undersigned, duly appointed Election Officers of an election, hereby certify that this Roster, embracing names from One to _____ is the Roster of persons casting a provisional ballot in Precinct No. _____, Precinct Name _____, ...
_____ County, Alabama, at which we were Election Officials at said Election held on _____, yr _____.

Given under our hands this _____, yr _____

_____ Inspector

_____ Clerk

_____ Clerk

_____ Clerk

(Place this Roster in Envelope PB-4.)

Note: This is a general election roster. There will be party specific provisional rosters used during a primary or run-off.

- 7) Secure the provisional verification envelope, then
 - a. write on the provisional verification envelope the line number from the provisional ballot roster.

<h1 style="margin: 0;">PROVISIONAL VERIFICATION ENVELOPE — PB-3</h1>		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Procedure for Precinct Official</p> <ol style="list-style-type: none"> 1. Print name of election, election date, precinct number and ballot style in the box below. 2. In space provided below on this envelope and on envelope PB-2, print the line number as it appears beside the signature of the voter on the Provisional Roster. 3. Check reason for provisional ballot in the box below. 4. Issue the voter a voter update form, this certificate envelope, and the free access notice. 5. Be sure voter completes the sworn statement to the right. 6. Place voter's Reidentification "Update" Form and Inspector Challenge Copy (if applicable) in this envelope. Place this envelope inside PB-4. 7. Issue the voter a provisional ballot, secrecy envelope (PB-1) and the outer envelope (PB-2). Instruct the voter to place ballot (once voted) inside envelope PB-1. Insert PB-1 inside PB-2 and place in the sealed provisional ballot box. </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p style="text-align: center; margin: 0;">Must be completed by election official at precinct:</p> <p>Name of Election _____</p> <p>Election Date _____</p> <p>Precinct Number _____</p> <p>Ballot Style: _____</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px; text-align: center;"> <p>LINE NUMBER FROM ROSTER</p> <p>No. _____</p> </div> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center; margin: 0;">Reason for Provisional Ballot</p> <p style="text-align: center; margin: 0;"><i>Must be completed by election official at precinct</i></p> <div style="display: flex; flex-direction: column; gap: 5px;"> <input type="checkbox"/> Voter's name does not appear on the list of registered voters. <input type="checkbox"/> Voter's registration status cannot be determined by the provisional ballot officer. <input type="checkbox"/> Voter refutes the determination that he or she is not registered and/or eligible. <input type="checkbox"/> Voter does not have approved form of identification. <input type="checkbox"/> The list of registered voters indicates that voter requested and was mailed an absentee ballot. <input type="checkbox"/> Voter has been challenged by an election official. <input type="checkbox"/> Other _____ </div> <div style="margin-top: 10px;"> <p>Extended Hours Only:</p> <p>Cast vote after 7 p.m. due to extended hours at polls by:</p> <div style="display: flex; flex-direction: column; gap: 5px;"> <input type="checkbox"/> Qualified voter <input type="checkbox"/> Eligibility undetermined </div> </div> </div>	<div style="text-align: center; margin-bottom: 10px;"> <p>Sworn Statement of Provisional Voter</p> <p>Must be completed by the voter.</p> </div> <p>State of Alabama, _____ County</p> <p style="margin-top: 20px;"><i>I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote, that I am eligible to vote in this election, that I have not voted and shall not vote in another precinct or by absentee ballot during this election, and that I understand that any person who falsely signs and verifies this form shall be guilty of perjury and subject to prosecution.</i></p> <div style="margin-top: 10px;"> <p>_____ Printed Name of Voter</p> <p>_____ Printed Residence Address of Voter</p> <p>_____ Printed Mailing Address of Voter</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> City _____ State _____ Zip Code _____ </div> <p>() _____</p> <p>_____ Phone Number</p> <p>_____ Date of Birth (Month/Day/Year)</p> <p>_____ Date</p> <p>_____ Signature or Mark</p> </div>	

- b. write the election date, precinct number and ballot style on the provisional verification envelope.

PROVISIONAL VERIFICATION ENVELOPE — PB-3

Procedure for Precinct Official

1. Print name of election, election date, precinct number and ballot style in the box below.
2. In space provided below on this envelope and on envelope PB-2, print the line number as it appears beside the signature of the voter on the Provisional Roster.
3. Check reason for provisional ballot in the box below.
4. Issue the voter a voter update form, this certificate envelope, and the free access notice.
5. Be sure voter completes the sworn statement to the right.
6. Place voter's Reidentification "Update" Form and Inspector Challenge Copy (if applicable) in this envelope. Place this envelope inside PB-4.
7. Issue the voter a provisional ballot, secrecy envelope (PB-1) and the outer envelope (PB-2). Instruct the voter to place the ballot (not the secrecy envelope) inside envelope PB-1. Insert PB-1 inside PB-2 and place in the sealed provisional ballot box.

Must be completed by election official at precinct:

Name of Election _____
Election Date _____
Precinct Number _____
Ballot Style: _____

LINE NUMBER FROM ROSTER

No. _____

Reason for Provisional Ballot

Must be completed by election official at precinct

- ☐ Voter's name does not appear on the list of registered voters.
☐ Voter's registration status cannot be determined by the provisional ballot officer.
☐ Voter refutes the determination that he or she is not registered and/or eligible.
☐ Voter does not have approved form of identification.
☐ The list of registered voters indicates that voter requested and was mailed an absentee ballot.
☐ Voter has been challenged by an election official.
☐ Other _____

Extended Hours Only:

Cast vote after 7 p.m. due to extended hours at polls by:

- ☐ Qualified voter
☐ Eligibility undetermined

Sworn Statement of Provisional Voter

Must be completed by the voter.

State of Alabama, _____ County

I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote, that I am eligible to vote in this election, that I have not voted and shall not vote in another precinct or by absentee ballot during this election, and that I understand that any person who falsely signs and verifies this form shall be guilty of perjury and subject to prosecution.

Printed Name of Voter _____

Printed Residence Address of Voter _____

Printed Mailing Address of Voter _____

City _____ State _____ Zip Code _____

() _____
Phone Number _____

Date of Birth (Month/Day/Year) _____

Date _____

Signature or Mark _____

- c. check the correct box on the provisional verification envelope to mark the reason why the person is casting a provisional ballot.

<h1 style="margin: 0;">PROVISIONAL VERIFICATION ENVELOPE — PB-3</h1>		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Procedure for Precinct Official</p> <ol style="list-style-type: none"> 1. Print name of election, election date, precinct number and ballot style in the box below. 2. In space provided below on this envelope and on envelope PB-2, print the line number as it appears beside the signature of the voter on the Provisional Roster. 3. Check reason for provisional ballot in the box below. 4. Issue the voter a voter update form, this certificate envelope, and the free access notice. 5. Be sure voter completes the sworn statement to the right. 6. Place voter's Reidentification "Update" Form and Inspector Challenge Copy (if applicable) in this envelope. Place this envelope inside PB-4. 7. Issue the voter a provisional ballot, secrecy envelope (PB-1) and the outer envelope (PB-2). Instruct the voter to place ballot (once voted) inside envelope PB-1. Insert PB-1 inside PB-2 and place in the sealed provisional ballot box. </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Must be completed by election official at precinct:</p> <p>Name of Election _____</p> <p>Election Date _____</p> <p>Precinct Number _____</p> <p>Ballot Style: _____</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px; text-align: center;"> <p>LINE NUMBER FROM ROSTER</p> <p>No. _____</p> </div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Reason for Provisional Ballot</p> <p style="text-align: center; margin: 0;"><i>Must be completed by election official at precinct</i></p> <div style="margin: 5px 0;"> <input type="checkbox"/> Voter's name does not appear on the list of registered voters. <input type="checkbox"/> Voter's registration status cannot be determined by the provisional ballot officer. <input type="checkbox"/> Voter refutes the determination that he or she is not registered and/or eligible. <input type="checkbox"/> Voter does not have approved form of identification. <input type="checkbox"/> The list of registered voters indicates that voter requested and was mailed an absentee ballot. <input type="checkbox"/> Voter has been challenged by an election official. <input type="checkbox"/> Other _____ </div> <div style="margin-top: 10px;"> <p>Extended Hours Only:</p> <p>Cast vote after 7 p.m. due to extended hours at polls by:</p> <div style="margin: 5px 0;"> <input type="checkbox"/> Qualified voter <input type="checkbox"/> Eligibility undetermined </div> </div> </div> </div>	<div style="text-align: center; margin-bottom: 10px;"> <p>Sworn Statement of Provisional Voter</p> <p>Must be completed by the voter.</p> </div> <p>State of Alabama, _____ County</p> <p style="margin-top: 20px;"><i>I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote, that I am eligible to vote in this election, that I have not voted and shall not vote in another precinct or by absentee ballot during this election, and that I understand that any person who falsely signs and verifies this form shall be guilty of perjury and subject to prosecution.</i></p> <div style="margin-top: 10px;"> <p>_____ Printed Name of Voter</p> <p>_____ Printed Residence Address of Voter</p> <p>_____ Printed Mailing Address of Voter</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ City _____ State _____ Zip Code </div> <p>() _____ Phone Number</p> <p>_____ Date of Birth (Month/Day/Year)</p> <p>_____ Date</p> <p>_____ Signature or Mark</p> </div>	

- d. After you have completed your portion of the provisional verification envelope,
 - i. explain to the person and the person's assistant, if he/she has requested an assistant, that a sworn statement must be signed by the voter
 - ii. show the person the sworn statement in the shaded area of the provisional verification envelope.
 - iii. have the person or the person's assistant complete the requested information on the sworn statement.
 - iv. The person must sign or mark the "signature line."

PROVISIONAL VERIFICATION ENVELOPE — PB-3

Procedure for Precinct Official

1. Print name of election, election date, precinct number and ballot style in the box below.
2. In space provided below on this envelope and on envelope PB-2, print the line number as it appears beside the signature of the voter on the Provisional Roster.
3. Check reason for provisional ballot in the box below.
4. Issue the voter a voter update form, this certificate envelope, and the free access notice.
5. Be sure voter completes the sworn statement to the right.
6. Place voter's Reidentification "Update" Form and Inspector Challenge Copy (if applicable) in this envelope. Place this envelope inside PB-4.
7. Issue the voter a provisional ballot, secrecy envelope (PB-1) and the outer envelope (PB-2). Instruct the voter to place ballot (once voted) inside envelope PB-1. Insert PB-1 inside PB-2 and place in the sealed provisional ballot box.

Must be completed by election official at precinct:

Name of Election _____
 Election Date _____
 Precinct Number _____
 Ballot Style: _____

LINE NUMBER FROM ROSTER

No. _____

Reason for Provisional Ballot

Must be completed by election official at precinct

- ☐ Voter's name does not appear on the list of registered voters.
☐ Voter's registration status cannot be determined by the provisional ballot officer.
☐ Voter refutes the determination that he or she is not registered and/or eligible.
☐ Voter does not have approved form of identification.
☐ The list of registered voters indicates that voter requested and was mailed an absentee ballot.
☐ Voter has been challenged by an election official.
☐ Other _____

Extended Hours Only:

Cast vote after 7 p.m. due to extended hours at polls by:

- ☐ Qualified voter
☐ Eligibility undetermined

Sworn Statement of Provisional Voter

Must be completed by the voter.

State of Alabama, _____ County

I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote, that I am eligible to vote in this election, that I have not voted and shall not vote in another precinct or by absentee ballot during this election, and that I understand that any person who falsely signs and verifies this form shall be guilty of perjury and subject to prosecution.

Printed Name of Voter _____

Printed Residence Address of Voter _____

Printed Mailing Address of Voter _____

City _____ State _____ Zip Code _____

() _____

Phone Number _____

Date of Birth (Month/Day/Year) _____


Date _____

Signature or Mark _____

e. direct the person to fill out the voter update form.

Make sure the "provisional" box is checked on the form.

Place the completed form in the provisional verification envelope.



VOTER'S REIDENTIFICATION "UPDATE" FORM (NVRA-20)

FOR VOTER'S USE ONLY ♦ FILL IN ALL BOXES ON THIS FORM ♦ USE INK!

☐ UPDATE ☐ VERIFICATION ☐ PROVISIONAL

Social Security Number: - -

Social Security Number is requested, but not required, by authority of §17-4-122, Code of Alabama, 1975, for record-keeping purposes.

① Your name: Last First Middle Maiden

② Home Telephone ③ Work Telephone ④ Inside City Limits? ☐ Yes ☐ No If yes, please name the city: ⑤ County where you live

Address

Current	Old
<p>Address where you live; (do not use post office box)</p>	<p>Address where you were last registered to vote; (do not use post office box)</p>
House Number and Street City State ZIP	House Number and Street City County State ZIP
Address where you receive your mail: House Number and Street (or PO Box) City State ZIP	

⑥ Date of Birth (month, day, year) ⑦ Place of Birth City County State Country

⑧ Race (check one)

☐ White ☐ Black
☐ Asian ☐ American Indian
☐ Hispanic ☐ Other

⑨ Sex (check one)

☐ Female ☐ Male

WARNING!
If you sign this statement even though you know it is untrue, you can be convicted and imprisoned for up to five years.

VOTER DECLARATION - READ AND SIGN

▶ I am a U.S. citizen
▶ I live in the State of Alabama at the address in box 6
▶ I am at least 18 years old
▶ I am not barred from voting by reason of a felony conviction
▶ I have not been judged "mentally incompetent" in a court of law

I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.

Your Signature: _____ Date: _____

- ## Inspector's Statement of Challenge of Eligibility to Vote
- State of Alabama
_____ County
Date of Election: _____
Precinct: _____
- As an inspector at the aforementioned precinct, I hereby challenge the eligibility of
_____, who resides at
(printed name of voter)
_____ and was born on
(residence address of voter)
_____, to vote in this precinct in the election held on this date.
(date of birth of voter)
- This individual is not qualified to vote in this precinct based on the following facts known to me:
- _____

- I do solemnly swear (or affirm) that based on facts known to me at this time, the qualification of this individual to vote in this precinct during this election is hereby challenged. I understand that any person who falsely signs and verifies this form shall be guilty of perjury.*
- _____
Signature of Inspector

Printed Name of Inspector

Date
- White Copy:** Place in Provisional Ballot Box.
Canary Copy: Place in Envelope PB-3 (Provisional Verification Envelope).
Pink Copy: Give to Voter whose eligibility has been challenged.

- 9) Before giving the person a provisional ballot, cut or tear off the upper left corner of the ballot.
- 10) Give the person the provisional ballot and direct him/her to the designated voting area for provisional voters.
- 11) Direct the person to place his/her completed ballot in the provisional ballot inner envelope and seal the envelope.

PB-1

PROVISIONAL BALLOT ENVELOPE

INSTRUCTIONS TO VOTER:

STEP 1: Seal your Provisional Ballot in this envelope after you have marked it.

STEP 2: Place this envelope inside the Provisional Ballot Return Envelope (PB-2).

STEP 3: Complete the information on the front of Envelope PB-2 and place inside Provisional Ballot Box.

- 12) Direct the person to place the provisional ballot inner envelope into the provisional ballot outer envelope and seal the envelope. You will need to write the person's name and roster number in the designated areas on this envelope.

PB-2

PROVISIONAL BALLOT RETURN ENVELOPE

The following information MUST be filled out:

Voter's Name _____
(Please Print)

STEP 1: Place Envelope PB-1 inside this envelope.
STEP 2: Complete this envelope and place inside Provisional Ballot Box.

**LINE NUMBER
FROM ROSTER**

No. _____

- 13) Direct the person to place the provisional ballot outer envelope into the provisional ballot box.

When the polls close, do the following:

- 1) Collect the provisional verification envelopes, the provisional ballot rosters, and any other provisional ballot forms or materials; then place them in a precinct verification envelope. The precinct verification envelope shall be addressed to the Board of Registrars.

PB-4

Place in This Envelope After Polls Close

- 1. ALL ROSTERS OF PROVISIONAL VOTERS**
- 2. ALL PROVISIONAL VERIFICATION ENVELOPES (PB-3)**

**Return This Envelope to:
Sheriff/Board of Registrars**

DO NOT Put in Record of Election Container

- 2) Before sealing the precinct envelope, count the number of provisional voters listed on the roster(s). Write, on the sealed provisional ballot box, the total number of provisional voters listed on the provisional ballot roster(s).
- 3) Place the provisional ballot roster(s) inside the precinct verification envelope and seal the envelope.
- 4) Give the Sheriff the provisional verification envelope.
- 5) Give the Sheriff the sealed provisional ballot box.

III. Provisional Ballot Instructions for The Board of Registrars

Each Registrar shall do the following on Election Day:

1. Be in the office when the polls open at 7:00 A.M. to receive calls from election officials.
Remain in the office until 7:00 P.M. and do not close the office on Election Day.
2. Only Registrars should answer questions from polling officials.
3. When the provisional ballot officer calls,
 - a. look up the person's name on the statewide voters list.
 - b. check other records (such as update forms and registration applications on file)
 - c. determine if the person is registered to vote.
 - d. write down the telephone number of the provisional ballot officer because you might need to call him/her back with the requested information.
4. **If the person's name is found**, verify his/her registration to the provisional ballot officer and state the precinct in which he/she is registered. Accuracy is important! The provisional ballot officer will have to write your name on the update form.
5. **If the person's name is not found**, report that finding to the provisional ballot officer.

The Sheriff will deliver the precinct verification envelopes to your office no later than noon on the day following the election. You may also receive provisional verification envelopes from the Absentee Election Manager.

During the week after the election, each Registrar shall do the following:

1. Upon receiving the materials from each precinct, you must tally the total number of provisional verification envelopes.
2. If the roster list matches the number of provisional ballots within the precinct verification envelope, you must begin updating the statewide voters list with the information from the update forms. Go to #5.

3. If the roster list does not match the number or provisional ballots within the precinct verification envelope, you must notify the county appointing board (the Probate Judge, Circuit Clerk, and Sheriff) and request assistance in resolving the difference.
4. The appointing board and each member of the County Board of Registrars shall sign a written statement if the two groups are unable to resolve the difference. This statement must be included in the container holding the records of election.
5. The day after the election, you must examine the provisional verification envelopes and
 - a. identify the envelopes that were completed as a result of the provisional ballot being cast due to challenge statement from the inspector.
 - b. mail a written notice statement to each inspector-challenged provisional voter and give him/her the opportunity to respond.

PROVISIONAL VERIFICATION ENVELOPE — PB-3

Procedure for Precinct Official

1. Print name of election, election date, precinct number and ballot style in the box below.
2. In space provided below on this envelope and on envelope PB-2, print the line number as it appears beside the signature of the voter on the Provisional Roster.
3. Check reason for provisional ballot in the box below.
4. Issue the voter a voter update form, this certificate envelope, and the free access notice.
5. Be sure voter completes the sworn statement to the right.
6. Place voter's Reidentification "Update" Form and Inspector Challenge Copy (if applicable) in this envelope. Place this envelope inside PB-4.
7. Issue the voter a provisional ballot, secrecy envelope (PB-1) and the outer envelope (PB-2). Instruct the voter to place ballot (once voted) inside envelope PB-1. Insert PB-1 inside PB-2 and place in the sealed provisional ballot box.

Must be completed by election official at precinct:

Name of Election _____
 Election Date _____
 Precinct Number _____
 Ballot Style: _____

LINE NUMBER FROM ROSTER

No. _____

Reason for Provisional Ballot

Must be completed by election official at precinct

- ☐ Voter's name does not appear on the list of registered voters.
☐ Voter's registration status cannot be determined by the provisional ballot officer.
☐ Voter refutes the determination that he or she is not registered and/or eligible.
☐ Voter does not have approved form of identification.
☐ The list of registered voters indicates that voter requested and was mailed an absentee ballot.
☐ Voter has been challenged by an election official.
☐ Other _____

Extended Hours Only:

Cast vote after 7 p.m. due to extended hours at polls by:

- ☐ Qualified voter
☐ Eligibility undetermined

Sworn Statement of Provisional Voter

Must be completed by the voter.

State of Alabama, _____ County

I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote, that I am eligible to vote in this election, that I have not voted and shall not vote in another precinct or by absentee ballot during this election, and that I understand that any person who falsely signs and verifies this form shall be guilty of perjury and subject to prosecution.

Printed Name of Voter _____

Printed Residence Address of Voter _____

Printed Mailing Address of Voter _____

City _____ State _____ Zip Code _____

() _____

Phone Number _____

Date of Birth (Month/Day/Year) _____

Date _____

Signature or Mark _____

6. Look inside each provisional verification envelope for an update card. Use the card in the verification process. Some envelopes may contain challenge statements from inspectors.
7. Use reasonable efforts to determine whether or not each provisional ballot should be counted. You should use the space on the back of the provisional verification envelope to make notations. Written documentation is very important.

[illegible]

8. Make a final determination whether a ballot should or should not be counted. The finding must be written plainly on the provisional verification envelope and all 3 registrars should sign in the designated “middle” area.

★ FOR BOARD OF REGISTRARS AND APPOINTING BOARD USE ONLY ★		
INVESTIGATIVE FINDINGS AND WORKING NOTES	BOARD OF REGISTRARS' ACTION	STATE REASON FOR COUNTING OR NOT COUNTING BALLOT
	<input type="checkbox"/> Count Ballot <input type="checkbox"/> Do Not Count Ballot These findings and determinations were made on this the _____ day of _____, 20____ by the _____ County Board of Registrars pursuant to §17-10A-2 <u>Code of</u> <u>Alabama</u> (1975) _____ Signature of Chairman _____ Signature of Member _____ Signature of Member	

9. Deliver the findings to the Probate Judge no later than noon seven days after the election.
10. Prior to this delivery, all findings must remain confidential.
11. While entering the voter histories into the statewide voters list; enter the names of the voters who cast provisional ballots, whether the ballot was or was not counted, and the reason each was or was not counted.
12. The findings as to whether the provisional ballot was or was not counted shall be made available to a requesting voter. The identity of the voter should be confirmed before releasing such information.

IV. Instructions for the Absentee Election Manager

Prior to Election Day, the Absentee Election Manager shall do the following:

- 1) Review the absentee ballot application and determine the applicant's name.
- 2) Look on your list of registered voters to see if his or her name is on the list at the address provided on the application.
- 3) **If the person's name is on your list at the address provided on the application,** follow normal procedures for issuing an absentee ballot.
- 4) **If you cannot find the person's name on your list at the address provided on the application,** mark the word "Provisional" on the affidavit envelope ("second envelope") before providing the provisional ballot and other provisional materials to the applicant.
- 5) With the absentee ballot, enclose a written explanation as to why the ballot is a provisional ballot, with instructions for completing the provisional ballot and other provisional forms including:
 - a. Instructions for how the voter should complete the voter re-identification form and sworn statement.
 - b. A description of the procedure followed by the board of registrars in verifying and certifying provisional ballots.
 - c. A voter re-identification form.
 - d. The sworn statement of the provisional voter.
 - e. A written explanation of how the voter can find out whether or not his/her ballot was counted and, if not counted, why it was not counted.

- 6) When a provisional absentee ballot and related materials are returned by the voter,
- Secure the ballot by placing the ballot, contained in the affidavit envelope, in a provisional ballot return envelope.

PB-2

PROVISIONAL BALLOT RETURN ENVELOPE

The following information **MUST** be filled out:

Voter's Name _____

(Please Print)

STEP 1: Place Envelope PB-1 inside this envelope.

**STEP 2: Complete this envelope and place inside
Provisional Ballot Box.**

**LINE NUMBER
FROM ROSTER**

No. _____

- b. Complete a provisional verification envelope for absentee voters and enclose the voter's update card in the envelope.

ABSENTEE PROVISIONAL VERIFICATION ENVELOPE — PB-3A

Must be completed by absentee election official:

Name of Election _____

Election Date _____

Precinct Number _____

Ballot Style: _____

Printed Name of Voter _____

Printed **Residence Address** of Voter _____

Printed **Mailing Address** of Voter _____

City _____ State _____ Zip Code _____

Reason for Provisional Ballot

- ☐ Voter's name does not appear on the list of registered voters for the precinct in which the voter seeks to vote.
- ☐ Voter does not have approved form of identification.
- ☐ Voter has been challenged by an election official.
- ☐ Other

- c. Always check to see if the voter has enclosed a copy of one of the acceptable forms of identification. If the voter has not provided identification, contact the voter with written instructions regarding identification.

Attention Absentee Voter

Your absentee ballot has been received by the Absentee Election Manager, but proper voter identification has not been provided. Please read the following information and take the required action to ensure your vote will be counted.

1. Unless proper identification is provided to the Absentee Election Manager by 5:00 p.m. on the Monday before the election, your ballot will become a Provisional Ballot.
2. In the event your ballot becomes a Provisional Ballot due to lack of identification, proper identification, including your address and telephone information, must be provided to the Board of Registrars no later than 5:00 p.m. on the Monday following the election.
3. In the event you fail to provide proper identification to the Board of Registrars by 5:00 p.m. on the Monday following the election, your ballot will not be counted.
4. Anyone who casts a provisional Ballot will be able to determine whether their vote was counted and, if the vote was not counted, the reason that the vote was not counted. The Board of Registrars, after verifying the identity of a Provisional voter, shall make available at the request of the voter, the findings of the Board of Registrars as to whether the vote was counted and, if not, the reason why. This may be accomplished by calling the Board of Registrars at -----. There will no charge for obtaining this information and the verification of this information will be handled in a confidential manner.

Note: This written notice should be sent to all absentee voters who returned a ballot without identification.

On Election Day, the Absentee Election Manager shall do the following:

- 1) Deliver the provisional absentee ballots, provisional verification envelopes, and the regular absentee ballots to the inspector for the absentee precinct. The inspector shall serve as the provisional ballot officer for the absentee precinct. The inspector/provisional ballot officer shall follow the same procedures for provisional ballots used at a regular precinct.
- 2) If an absentee voter is challenged by an inspector or clerk, you will:
 - a. receive copies of the challenge form
 - b. send by first class mail, to the voter at the mailing address provided on the provisional voter's application for an absentee ballot,
 - i. one copy of the challenge statement of the inspector, and
 - ii. a written explanation of the procedure used by the board of registrars in verifying and certifying provisional ballots, and
 - iii. an address and telephone number by which the provisional voter may respond, and
 - iv. a written explanation of how the voter can find out whether or not his/her ballot was counted and, if not counted, why it was not counted.

V. Recommendations for the Probate Judge

On Election Day, the Probate Judge shall do the following:

- 1) As a member of the appointing board, be available during the day to take calls from poll workers to verify the eligibility of persons to vote at polling places.

On the seventh day after Election Day:

- 1) At noon, meet with the other members of the appointing board (i.e., the Circuit Clerk and Sheriff) to count the provisional ballots.
- 2) Review each provisional ballot and the findings of the board of registrars as to whether each ballot should be counted.
- 3) Count the ballots.
- 4) Post the results of the provisional precinct in the courthouse.

VI. Recommendations for the Circuit Clerk

On Election Day, the Circuit Clerk shall do the following:

- 1) As a member of the appointing board, be available during the day to take calls from poll workers to verify the eligibility of persons to vote at polling places.

On the seventh day after Election Day

- 1) At noon, meet with the other members of the appointing board (i.e., the Probate Judge and Sheriff) to count the provisional ballots.
- 2) Review each provisional ballot and the findings of the board of registrars as to whether each ballot should be counted:
- 3) Count the ballots.
- 4) Post the results of the provisional precinct in the courthouse.

VII. Recommendations for the Sheriff

On Election Day, the Sheriff shall do the following:

- 1) As a member of the appointing board, be available during the day to take calls from poll workers to verify the eligibility of persons to vote at polling places.
- 2) Retrieve the precinct verification envelopes from each precinct and deliver the envelopes to the Board of Registrars by noon on the following day.
- 3) Retrieve the sealed provisional ballot box and secure the boxes until the day of canvassing.

On the seventh day after Election Day:

- 1) At noon, meet with the other members of the appointing board (i.e., the Probate Judge and Sheriff) to count the provisional ballots.
- 2) Review each provisional ballot and the findings of the board of registrars as to whether each ballot should be counted.
- 3) Count the ballots.
- 4) Post the results of the provisional precinct in the courthouse.

It should be emphasized that this publication is not an authoritative statement of the law, nor is it a substitute for the Code of Alabama or other legal materials. This outline seeks to serve only as a general guide and training manual for the implementation of provisional voting in Alabama.